

**MINUTES
PIRATE HARBOR WATERWAY
MUNICIPALSERVICE BENEFIT UNIT (MSBU)**

**ADVISORY BOARD REGULAR MEETING
WEDNESDAY, JANUARY 15, 2020**

**9:00 a.m. – 10:11 a.m.
Public Works Conference Room
7000 Florida Street, Punta Gorda, Florida**

Members Present: Jeffrey Nilsson, Chair
Dr. Alan Maki, Vice-Chair
Kenneth Ice
Lynn McCulloch

Members Absent: George Herl was absent.

County Staff: Karlene McDonald, Community Liaison
Karen Dorsett, Financial Analyst
Matt Logan, Projects Manger

Guests: See attached sign-in sheet

Call to Order / Roll Call:

The meeting was called to order at 9:00 a.m. A roll call was taken, and a quorum was present.

Election of Officers

- Chair: Mr. Ice nominated Mr. Nilsson, seconded by Ms. McCulloch. Mr. Nilsson nominated Mr. Ice, who declined the position, there was no second.
- Vice Chair: Mr. Nilsson nominated Mr. Ice, who declined the position, there was no second. Mr. Nilsson nominated Ms. McCulloch, there was no second. Ms. McCulloch nominated Dr. Maki, seconded by Mr. Ice.

Nominations unanimously agreed; Mr. Nilsson accepted the position of Chair, and Dr. Maki accepted the position of Vice-Chair.

Review of Robert's Rules of Order and Public Records:

Ms. McDonald reviewed Roberts Rules of Order, cited the County policy for records requests and noted there will be a Sunshine Law presentation by the County Attorney's Office for all MSBU-MSTU advisory board members next month. County Ordinance 2015-045 - Adopting County Wide Standard for MSBU & MSTU Advisory Boards was reviewed.

Changes to the Agenda / Motion to Approve Changes:

Ms. McCulloch motioned to add review of the advisory board duties to the agenda, seconded by Mr. Maki and unanimously agreed.

Citizen Input on Agenda Items (3 Minute Limit):

- Mr. DiMuzio suggested having presentation on Sunshine Law and Roberts Rules of Order posted to the County website for citizens to review. Mr. DiMuzio is under the opinion that advisory board members have more decision-making power than what was stated in the Ordinance 2015-045 Sec. 4-1-18. He complimented the advisory board and thanked them for their hard work.
- Mr. Smallwood thanked the advisory board for having the channel dredged and marked.

Approval of Minutes:

The draft minutes from October 16, 2019 were approved as submitted.

Unfinished Business:

- a. Dredging and Seagrass Mitigation Update: Mr. Logan reviewed the permit requirements for this project and noted that grant funds could be used as this is a public interest project and not for mitigation. Mr. Logan noted the markers will need to be realigned and buoys will be installed under a separate contract, he is waiting on a quote from Pinnacle.

New Business:

- a. Financial Reports: The FY19 fourth quarter financial reports and the FY20-21 budgets were discussed. Mr. Ice motioned to open citizen input, seconded by Ms. McCulloch and unanimously agreed. Mr. DiMuzio inquired about the total cost for the last dredging project. Ms. Dorsett noted the FY 19 exterior dredging project was budgeted for \$535,000. The total expenditure for this dredging project was \$535, 577.58.
- b. Advisory Board Member Duties: There was discussion on what kinds of recommendations the MSBU advisory board members could make per Ordinance 2015-045 Sec. 4-1-18.

Citizen Input on MSBU Items (3 Minute Limit):

- Mr. DiMuzio questioned where the channel markers would be relocated. He requested an update on the silt piles left on the vacant lots and addressed the private property damaged by the dredging contractor.
- Mr. Smallwood would like the channel markers to be tight around the straightened channel to assist boaters.

Advisory Board Open Discussion:

Conversation ensued on the next survey in FY21 to include the whole system. The advisory board unanimously agreed that \$272,000 budgeted for the next dredging project should be moved to FY23 from FY22.

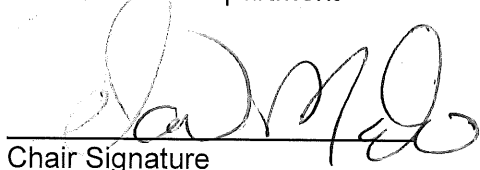
Meeting Schedule / Items for Next Agenda:

Future meetings are scheduled at 9:00 a.m. in the Public Works Conference room as follows:

- April 15, 2020
- October 21, 2020

The meeting adjourned at 10:11 a.m.

Submitted by: Karlene McDonald
Public Works Department


Chair Signature

10-20-2020
Date

AGENDA

PIRATE HARBOR WATERWAY MUNICIPAL SERVICE BENEFIT UNIT (MSBU)

ADVISORY BOARD REGULAR MEETING WEDNESDAY, JANUARY 15, 2020

**9 a.m. Public Works Conference Room
7000 Florida Street, Punta Gorda, Florida**

BOARD MEMBERS: Jeffrey Nilsson
Kenneth Ice
George Herl
Lynn McCulloch
Vacant

PUBLIC WORKS STAFF: Karlene McDonald, Community Liaison

PURPOSE: Regular Meeting

1. Call to Order / Roll Call
2. Election of Officers
3. Review Robert's Rules of Order, and Public Records
4. Changes to the Agenda / Motion to Approve Changes
5. Citizen Input on Agenda Items (3-Minute Limit)
6. Approval of Minutes: October 16, 2019
7. Unfinished Business
 - a. Maintenance of Waterways
8. New Business
 - a. Financial Reports
9. Citizen Input on MSBU Items (3-Minute Limit)
10. Advisory Board Open Discussion
11. Meeting Schedule / Items for Next Agenda
12. Motion to Adjourn

[illegible]

FINAL - Q4

New in FY03 SR

CHARLOTTE COUNTY PUBLIC WORKS DIVISION
MSBU FINANCIAL HISTORY
FY 10 THROUGH FY 19
FUND 1143
PIRATE HARBOR WATERWAY MAINT UNIT (SR)

	FY 09-10	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Budget FY 18-19	FY 18-19 12 Mo. Actual (a)
BEGINNING BALANCE	\$ 555,102.54	\$ 428,610.35	\$ 622,321.85	\$ 738,451.21	\$ 592,829.59	\$ 663,290.39	\$ 755,810.55	\$ 758,907.42	\$ 784,238.57	\$ 674,165.18	\$ 732,889.85
REVENUES RECEIVED:											
Assessments	185,802.62	204,942.91	154,148.52	153,278.03	133,567.61	122,176.97	55,506.52	55,513.04	55,355.75	57,225.00	55,287.57
Interest	2,983.33	3,885.43	3,502.98	2,970.79	3,499.63	5,473.51	5,772.92	8,380.88	12,451.35	2,069.85	15,495.73
Excess Fees /Misc.	2,255.54	2,056.32	1,505.15	1,320.97	1,018.06	847.06	405.28	423.96	301.75	-	338.99
Loan Proceeds										-	
Transfer fr Canal Maint	3,271.21	288.93	2,415.37	(2,298.24)	904.81	1,686.78	50.68	(1,770.86)	(5,505.23)	-	9,706.98
Net Inc(Decr) FMV/Invest.										(2,864.74)	
Less: Reserve - FS 129.01										56,330.11	80,829.27
Total Revenue	194,312.70	211,173.59	161,572.02	155,271.55	138,990.11	130,184.32	61,735.40	62,547.02	62,603.62	730,495.29	813,719.12
TOTAL REVENUES & BALANCES	749,415.24	639,783.94	783,893.87	893,722.76	731,819.70	793,474.71	817,545.95	821,454.44	846,842.19		
EXPENDITURES											
P/S - General	564.00	212.45	12,565.01	76,186.53	55,419.51	28,123.01	50,276.93	29,208.25	2,920.00	-	39,970.94
c390504 P/S - Engineer									53,590.89	-	55,077.58
c390303 C/S - Dredging									40,500.00	-	
c390504 C/S - Dredging									250.00	-	
C/S - Navigational Trim				202,394.97				1,555.74	1,347.00	848.00	848.00
C/S - Survey										-	
Central/Indirect Allocation	4,697.00	4,697.00	4,697.00	1,746.00	984.00	984.00	1,313.00	858.00		-	
Postage										-	
MSBU Dept. Allocation										-	
Admin. Svs - PW									223.08	-	
Maintenance Services	8,363.85	9,920.57	6,408.82	12,821.87	4,987.77	3,914.91	6,233.89	4,773.22	14,305.93	17,664.35	9,690.63
Equipment Repl. Chgs	62.51	47.69								-	
Printing & Binding	197.73									-	
Tax Coll Fees/Oth Misc	2,207.09	2,584.38	2,097.08	2,168.31	1,971.62	1,872.29	814.71	820.66	815.44	1,144.50	759.01
POA Rebates/Other										-	
Sign Materials										-	
Reimb-Aquatic Weed										-	
c390303 Orig Dredging	261,551.70									5,000.00	
c390504 Rock Ledge Rmvl	42,600.00									-	
c390303 Interest	491.26									-	
c390504 Principal										-	
Interest	69.75									-	
Transfer to PH SD for Taxes			19,674.75							-	
Interfund Trf-Canal Maint										-	
Total Expenditures	320,804.89	17,462.09	45,442.66	300,893.17	68,529.31	37,664.16	58,638.53	37,215.87	113,952.34	667,130.25	106,346.16
ENDING FUND BALANCE	\$ 428,610.35	\$ 622,321.85	\$ 738,451.21	\$ 592,829.59	\$ 663,290.39	\$ 755,810.55	\$ 758,907.42	\$ 784,238.57	\$ 732,889.85	\$ 63,365.04	\$ 707,372.96
TOTAL EXPENSES & RESVS	\$ 749,415.24	\$ 639,783.94	\$ 783,893.87	\$ 893,722.76	\$ 731,819.70	\$ 793,474.71	\$ 817,545.95	\$ 821,454.44	\$ 846,842.19	\$ 730,495.29	\$ 813,719.12

Note (a): Twelve Month Actuals per Ledger Summary Report of 9/30/19
Maintenance Mgmt System through 9/30/19